

## Employee Assistance Program



### Does using the EAP cost anything?

All costs for services will be the responsibility of the employee. Health insurance programs may cover a substantial portion of services such as hospitalization or outpatient treatment for alcohol or drug abuse, psychiatric services, or counseling. Health care limits how much they provide on such services, so you should realize the importance of your commitment to treatment at this point in time. Some of the most effective services, such as self-help groups, are free.



### Who can participate in the EAP?

The services of the EAP are available to employees and their immediate family members.

A family member may contact the coordinator for himself or the family on behalf of an employee.

I take this opportunity to inform you of my commitment to the Employee Assistance Program in Youth Services.

On occasion, some of us may confront problems that we cannot solve by ourselves. These problems may be domestic or financial; these problems may involve alcohol or drug abuse. However, if such problems go unaddressed, they will interfere with job performance. Some of these problems may seriously affect physical and mental health and may threaten continued employment.

*EAP* offers a means by which those employees needing assistance can be referred to appropriate resources within our local communities.

Mary L. Livers  
Deputy Secretary  
Office of Juvenile Justice

For more information contact:

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EAP Coordinator  
Phone No. \_\_\_\_\_

Or contact:

Gwendolyn Jones  
(225-287-7977)  
EAP Program Manager



## *Employee Assistance Program*

Mary L. Livers, Ph.D., MSW  
Deputy Secretary

Office of Juvenile Justice  
P. O. Box 66458  
Baton Rouge, LA 70896

To All Employees:

## Employee Assistance Program

### What is the EAP



It is the **Employee Assistance Program** – a program to help you deal with personal problems that affect your job performance and well-being. *EAP* has one goal – **to help you** in a time of personal crisis or other trouble.

### Why is there an EAP



To help you lead a fuller and more productive life. By doing this, everyone benefits – the employee and the employer.

*EAP* services are strictly confidential. No information about an employee's participation or problems will be divulged to any person or agency without written authorization signed by the employee. Furthermore, this information is not recorded in personnel files, nor does it serve as a negative factor in personnel decisions or yearly evaluations.

### *EAPs* can help with:

#### **Alcohol or Drug Abuse**

Abuse of alcohol and other drugs wastes dollars as well as lives. Help is available for the employee and his family members who may have a substance abuse problem.

#### **Marital Problems**

Marital discord can cause reduced efficiency at work. Counseling is often effective in restoring communication between spouses and helping them explore alternative solutions.

#### **Family Problems**

The modern family may face a multitude of problems including emotional crisis, children using drugs or alcohol, and medical problems. The *EAP* can be the first step to finding help.

Family violence is private violence. It is a physical and/or emotional abuse of family members in the home. The *EAP* Coordinator can assist you in finding professional help if you are in this situation.

#### **Financial Problems**

Financial problems occasionally cause serious anxiety at home and at work. The *EAP* can refer you to a skilled counselor who can assist in resolving a financial crisis.

#### **Workplace Violence**

Violence by employees on other employees or youth is strictly prohibited. Employees who are stressed in other parts of their life should not bring that stress to work and express it through acts of violence towards others. The *EAP* can provide immediate referrals for employees who need a support system.

### How to take advantage of *EAP*

If an employee feels that he has a problem which may be affecting his work or any other part of his life, he may request assistance from the *EAP* Coordinator of his choice. A listing of *EAP* Coordinators can be found posted throughout your unit. The *EAP* Coordinator will refer the employee to the appropriate helping agency. The *EAP* Coordinator will arrange for the employee to take off from work without jeopardizing his job, if such time off is necessary to deal with the problem.

If time off from work is required to participate in the *EAP*, the employee's supervisor, as well as the Director or administrator, will be told only that the employee is participating in the program. No specific information will be revealed.

A supervisor may refer an employee on the basis of job performance. The supervisor will not try to diagnose the problem, but is in a position to recognize a sharp decline in work performance which may be an indication of an underlying problem.

All employees are offered the services of the *EAP*, but a person is not required to avail himself of this assistance if he does not wish to do so unless referred by supervisor.

The *EAP*, however, will not shield an employee from consequences of any violation of the law or employee rules which he may commit.